

DILIGENCIAR OVERTIME EN TIMESHEET

1. El asociado debe ingresar a timesheet.

The screenshot shows the Ultimatix Timesheet interface. At the top, there's a navigation bar with 'Home', 'My Apps', 'FAQ', 'Help', and 'Logout'. Below this is a header with the Ultimatix logo and 'Timesheet' title. A welcome message for 'Maribel Cardona' is displayed. The main navigation tabs include 'Timesheet', 'Overtime Assignment', 'Report', 'Biometric Hours Approval', and 'My Worklist'. A notification banner mentions 'Information Security Awareness' courses. The main content area shows a calendar for March 2021 with a weekly summary on the right. The '1st March 2021 Time Tracking' section is active, showing 'Work Start Time' (08:00 AM) and 'Work End Time' (6:00 PM). The 'BREAK DETAILS' section includes a timeline from 8am to 6pm with a 1-hour break highlighted. The 'Total Billing hours' is 9.

2. Diligenciar las horas extras en timesheet el mismo día que se las preautorizaron.

✓ **Pre-Assigned Overtime:** El asociado valida las horas que le preautorizaron ese día.

Profile Card | Preview Timing | **Pre-Assigned Overtime**

Assigned Task	Billable	Non Billable	Overtime
Capacitaciones y cursos ... (2838423 - Bancolombia Development)	0	9	0
Gestion interna ... (2838423 - Bancolombia Development)	0	0	0
Overtime ... (2838423 - Bancolombia Development)	0	0	0

Assigned Overtime/Sunday/Public Holiday

HORAS PREAUTORIZADAS

Date	WON	Assigned OT	Filled OT	OT Start Time	OT End Time
25/02/2021	2986569	2	0	6:00 PM	8:00 PM

Cancel

✓ **Time Tracking:** Jornada que laboró incluyendo horas extras

Se debe tener en cuenta lo siguientes casos:

1. Si es horario continuo

Ejemplo: Para una **jornada 8:00 am – 6:00 pm**, extras de 6:00 pm a 8:00 pm (2 HORAS)

- En **Work end Time** deben diligenciar la hora fin 8:00 pm
- En **BREAK DETAILS** deben diligenciar 1 hora de almuerzo

1st March 2021
Time Tracking

Current Allocation

Work Start Time: 08:00 AM

Work End Time: 8:00 PM

BREAK DETAILS

Break Start Time: 12:00 PM

Break Duration: 1:00

1 hr

8am 9am 10am 11am 12pm 1pm 2pm 3pm 4pm 5pm 6pm 7pm 8pm

Break hour : 1

Total Billing hours : 11

- En **Assigned Task** diligenciar 2 horas en Overtime en Billable o Non Billable según el caso. (Validar con el líder)

Assigned Task
11 ho

	Billable	Non Billable
Capacitaciones y cursos ... (2838423 - Bancolombia Development)	0	9
Gestion interna ... (2838423 - Bancolombia Development)	0	0
Overtime ... (2838423 - Bancolombia Development)	0	2

- Finalmente debe quedar asi:

Mo
Tu
We
Th
Fr
Sa
Su
Weekly

01 11	02 0	03 0	04 0	05 0	06 0	07 0	11
08 0	09 0	10 0	11 0	12 0	13 0	14 0	0
15 0	16 0	17 0	18 0	19 0	20 0	21 0	0
22 0	23 0	24 0	25 0	26 0	27 0	28 0	0
29 0	30 0	31 0	01 0	02 0	03 0	04 0	0

Filled Hours
Not Filled Hours
Partially Filled Hours
Holiday

Download this month's Timesheet

Time Tracking

Work Start Time
Work End Time

08 00 AM
8 00 PM
Clear

BREAK DETAILS

Break Start Time
Break Duration

12 00 PM
1 00
Add

8am 9am 10am 11am 12pm 1pm 2pm 3pm 4pm 5pm 6pm 7pm 8pm

Break hour : 1

Total Billing hours : 11

Profile Card|
Preview Timing |
Pre-Assigned Overtime

Assigned Task
11 hours

	Billable	Non Billable
Capacitaciones y cursos ... (2838423 - Bancolombia Development)	0	9
Gestion interna ... (2838423 - Bancolombia Development)	0	0
Overtime ... (2838423 - Bancolombia Development)	0	2

1. Cuando no es horario continuo

Ejemplo: Para una **jornada 8:00 am – 6:00 pm**, extras de 8:00 pm a 10:00 pm (2 HORAS)

- En **Work end Time** deben diligenciar la hora fin 10:00 pm
- En **BREAK DETAILS** debe diligenciar dos descansos así:

1 hora de almuerzo en Break Start Time 12:00 pm En Break Duration 1:00 y Add

2 horas de Break de 6:00 pm a 8:00 pm en Break Start Time 6:00 pm En Break Duration 2:00 y Add

1st March 2021 Current Allocation

Time Tracking

Work Start Time

08 00 AM

Work End Time

10 00 PM

Clear

BREAK DETAILS

Break Start Time

hh mm PM

Break Duration

hh mm

Add

8am 9am 10am 11am 12pm 1pm 2pm 3pm 4pm 5pm 6pm 7pm 8pm 9pm 10pm

Break hours : 3

Total Billing hours : 11

- En **Assigned Task** diligenciar 2 horas en Overtime en Billable o Non Billable según el caso. (Validar con el líder)

Assigned Task i 11 ho

	Billable	Non Billable
Capacitaciones y cursos ... (2838423 - Bancolombia Development)	0	9
Gestion interna ... (2838423 - Bancolombia Development)	0	0
Overtime ... (2838423 - Bancolombia Development)	0	2

- Finalmente debe quedar asi:

March 2021

Mo Tu We Th Fr Sa Su Weekly

01 11	02 0	03 0	04 0	05 0	06 0	07 0	11
08 0	09 0	10 0	11 0	12 0	13 0	14 0	0
15 0	16 0	17 0	18 0	19 0	20 0	21 0	0
22 0	23 0	24 0	25 0	26 0	27 0	28 0	0
29 0	30 0	31 0	01 0	02 0	03 0	04 0	0

Filled Hours

Not Filled Hours

Partially Filled Hours

Holiday

Download this month's Timesheet

1st March 2021

Current Allocation

Time Tracking

Work Start Time

08 00 AM

Work End Time

10 00 PM

Clear

BREAK DETAILS

Break Start Time

hh mm PM

Break Duration

hh mm

Add

Break hours : 3

Total Billing hours : 11

Profile Card

Preview Timing

Pre-Assigned Overtime

Assigned Task

11 hours

	Billable	Non Billable	Overtime
Attending trainings ... (20133633 - Banistmo Development)	0	9	0
Monitoring Banistmo 2020 ... (20133633 - Banistmo Development)	0	0	0
Overtime ... (20133633 - Banistmo Development)	0	2	0